

PROJECT COORDINATOR (CONSTRUCTION)

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs difficult technical work in planning, coordinating, monitoring, inspecting and reviewing the execution and completion of construction projects associated with the County's Capital Improvement Projects or construction/renovation projects with budgets up to \$500,000 where applicable; does related work as required. Work is performed under the general supervision of the Director of General Services. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Reviewing, coordinating and overseeing Capital Improvement Projects; preparing and maintaining detailed records and files; tracking construction contract budgets and progress.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Reviews site plans, construction plans and specifications for County's Capital Improvements Projects (CIP) and/or various construction/renovation projects.
- Coordinates construction activities and/or County's CIP with contractors, utility companies and other parties.
- Schedules projects and consults with contractors questions related to contract documents and compliance.
- Meets with contractors, engineers, architects and others at construction site to inspect County's CIP or projects for compliance with plans and specifications.
- Coordinates inspections by County per County code and state regulations.
- Tests installed equipment such as air conditioning, electric systems, heating to assure proper operation.
- Consults with architects and engineers concerning project changes to clarify potential problems, cost overruns.
- Reviews payment application to contractor regarding amount of work accomplished, material stored and other pertinent matters.
- Secures permits, plan approvals and appropriate inspection schedules to expedite the work.
- Schedules, supervises and evaluates the performance of County and contracted technical skilled, semi-skilled and unskilled personnel for support of CIP projects.
- Prepares daily status reports for each project enumerating problems and reports progress.
- Represents County at meetings involving County construction projects.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of methods of construction planning, contraction practices, techniques, materials and equipment; thorough knowledge of construction codes and related ordinances; skill in reading and interpreting engineering plans, drawings, specifications and blueprints; ability to coordinate and inspect effectively the work on multi-projects; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationship with contractors, architects, engineers and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in civil engineering, construction management or related field and considerable experience in construction or structural inspection.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, and walking; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, and hazards.

SPECIAL REQUIREMENTS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

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